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ADM-2.1

DD/S&T-3192-64

23 November 1964

MEMORANDUM FOR: See Distribution

SUBJECT: Distribution of Office Allocation  
for FY 1965

1. The FY 1965 allocation of funds for our Directorate has been received from the Office of Budget, Program Analysis, and Manpower. The Deputy Director for Science and Technology has approved \$(see distribution) for your Office for its total FY 1965 program.

2. It is requested that you have your Budget and Fiscal Officer prepare a Form 1658, Request for Allotment and/or Requisitioning Authority, for submission through this office to OBPAM, to reflect the appropriate division of the above amount to categories as follows:

- a. Vouchered Funds Allotment
- b. Confidential Funds Allotment
- c. Property Requisitioning Authority
- d. Books and Publications Requisitioning Authority
- e. External Training (This amount should be reflected in the "Remarks" section opposite a caption to be inserted, "External Training Chargeable to OTR")

3. Separate provision is made for external training because vouchers for such training during FY 65 will be processed through and charged to the Office of Training; any portion of amounts earmarked for this purpose at this time which are not used for external training can be returned to your Office for other use.

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**SUBJECT: Distribution of Office Allocation  
for FY 1965**

4. Form 1658 should be completed also to reflect the amount needed for Printing Requisitioning Authority to cover the anticipated value of FY 1965 requisitions upon the Printing and Services Division.

(25X1A9A)

**Chief, Plans and Programs  
Directorate of  
Science and Technology**

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